







**CONFERENCE ROOMS
AVAILABLE THROUGH STATE GOVERNMENT**




November 9, 2012



This list is updated through General Services Division, Department of Administration. Please call 444-3060 if you would like a copy or have updates to this list. Also understand that information on this list is only updated periodically so all information may not be completely accurate when you call to make reservations. Please confirm any information when booking an area with each individual contact person.

BUILDING/LOCATION	CAPACITY	CONTACT PERSON / PHONE #	SPECIAL PROVISIONS
CAPITOL 1301 EAST 6TH AVENUE		 Parking available in north & south parking lots.	
Rotunda		Deborah Malensek or Kim Cross - 444-3060	<i>No food or drink in ANY of the rooms/areas in the Capitol, with the exception of the Rotunda.</i> <i>An agreement must be signed before using any room in the Capitol including Rotunda.</i>
Room 152	21 at tables 60/audience	To inquire about availability or to reserve any Legislative hearing rooms, please contact the Legislative Branch, 444-3064. For specific information on the hearing rooms, the audio visual equipment availability, or the use of the House or Senate Chambers, please contact Lenore Adams, 444-4456.	
Room 172	21 at tables 54/audience		
Room 317	25 at tables 75/audience		
Room 303 (Old Supreme Court Chambers / Gallery)			
COGSWELL 1400 BROADWAY		 Parking and regular parking near DPHHS - walk to Cogswell Building.	
C205 Handicap accessible	25	Vicki Cook - 444-0732 Kerri Blanton - 444-6906	White Boards Telephone Jacks Available
C207 Handicap accessible	25	Book thru Outlook Calendar (HHS Cogs)	White Boards Telephone Jacks Available

BUILDING/LOCATION	CAPACITY	CONTACT PERSON / PHONE #	SPECIAL PROVISIONS
FISH, WILDLIFE & PARKS 1420 EAST 6TH AVENUE			
1st Floor Conference	40	Betty Warren - 444-9089 Coleen Furthmyre - 444-3186	1st Floor Conference - 2 rooms 12-15 in Front Room, 15-20 in Middle Room, if 3rd room is required, can accommodate 45-50. Arrange table/chairs as desired. Video equipment is available but must be requested in advance.
LABOR & INDUSTRY 1315 EAST LOCKEY AVENUE			
		444-2840	
METCALF 1520 EAST 6TH AVENUE			
Glacier Room	35	State Human Resources - 444-3871	Cost: \$40.00 per day
Yellowstone Room	20		
MITCHELL 125 NORTH ROBERTS STREET			
Room 53	20-35	Capitol Operator - 444-2700	Will fit 20 around table w/15 additional side chairs.
3rd Floor Revenue Conf. Room	12-20	Jo Dunne - 444-9080	Large white board, telephone, Infocus

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DEQ 1100 NORTH LAST CHANCE GULCH			 Parking - 3 designated.
Room 112	35	841-5000	White board, screen, chalk board & telephone available
Room 216	20	Bill Webb - 841-5202	White board available - phone available
Room 220	5	841-5200	White board available - phone available
OFFICE OF PUBLIC INSTRUCTION 1201 11TH AVENUE			 Parking in front of the building with handicap spots.
1st Floor	15	Leona Wetherall - 444-0751	
OFFICE OF PUBLIC INSTRUCTION 1227 11TH AVENUE			 Parking on 11th Avenue; 2 designated places in front of the building - 1 used by employee.
Training Room 1st floor	30	Heather Zimmer - 444-3680	10 computer work stations
Superintendent's Conference Room - Upstairs	15	Faith Moldon - 444-5643	Coffee available - call to make arrangements. Accessible by elevator.
OFFICE OF PUBLIC INSTRUCTION 1300 11TH AVENUE			 Parking in front of the building (2 spaces; 1 used daily by employee).
Upstairs Elevator available	12-15	Carol Gneckow- 444-2417	

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OLD LIQUOR WAREHOUSE 920 FRONT STREET		 No handicapped parking. Building NOT wheelchair accessible.	
Print & Mail Services, Top Floor	20	Print & Mail Services - 444-3053	Conference table and chairs.
OLD LIVESTOCK BUILDING 1310 EAST LOCKEY		 Parking in south parking lot of Capitol. Accessible entrance door at north entrance to building.	
Room 105	30	Deborah Malensek or Kim Cross - 444-3060	Data/Internet jack available for Internet connect.
PUBLIC HEALTH & HUMAN SERVICES 111 SANDERS STREET		 Parking lot behind building.	
Metnet Conference Center	301	Marene Stapley - 444-3130 or Linda Stueven - 444-5933	NCB (Jim Cervelli) has precedence over this room. Overhead screen and microphone system available. TV/VCR available.
Auditorium	148		Overhead screen and microphone system available. TV/VCR available.
107	25		Black boards, phone available (x7330). TV/VCR available.
207	25		Black boards, phone available (x9619). TV/VCR available.
301	10		White board, phone available (x4065). TV/VCR available.
306	25		Black boards, phone available (x2599). TV/VCR available.

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SCOTT HART 302 NORTH ROBERTS STREET			 Parking in west parking lot and on Roberts Street.
1st Floor Auditorium	99	Deborah Malensek or Kim Cross - 444-3060	Wireless microphone system, pull down video screen, three 6' tables & 12 chairs available for up front. Data & telephone jacks available for Internet connectivity.
225 (Agriculture)	30-35	Mary Victory-Daw - 444-3144	White board, screen available. Room available in 4 hour blocks.
318 (Livestock)	18	Sherry Rust - 444-7323	Two large conference tables - limited seating away from table.
STATE LIBRARY 1515 EAST 6TH AVENUE			 Parking lot east of the building.
Basement	30	Stacy Bruhn - 444-3115	Overhead projector & screen, VCR & display monitor. Five portable wooden tables. Coffee pot available.